School Nutrition Update - August 30, 2019

School Nutrition News < NCPublicSchools@public.govdelivery.com>

Fri 8/30/2019 12:03 PM

To: Donna Knight <Donna.Knight@dpi.nc.gov>

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August 30, 2019

School Nutrition

SCHOOL NUTRITION AND DISTRICT OPERATIONS

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On behalf of the School Nutrition Division, we want to thank you and your School Nutrition staff for the amazing work you do to contribute to the success of North Carolina's students. As School Nutrition Professionals, we know meals at school are not just conveniences, they are safety nets for thousands of students who depend upon them for their primary source of nutrients needed for optimal growth, development, academic and future success. We also know that school meals are not simply about filling the body; they are about fueling the brain and nourishing the spirit as well. School meals ARE instructional interventions just like other instructional resources required by educations in classrooms every day to help students achieve their best personally and academically. In the coming year, let's begin conversations with school officials and advocacy groups about why school meals are "instructional interventions."



The more our education and community leaders understand this link between school meals and learning, the better prepared they are to support these critical programs.

On behalf of the School Nutrition Division, thank you and your respective School Nutrition Teams for all you do to make a difference in the lives of the students every day. Ours is a noble profession and the Division is proud to serve with you! We are equally honored to support and advocate for you, your personnel and your programs. Thank you for the privilege to serve as partners in education with you!

And remember...we think nutrition, because our students can't think without it!

If we may be of service or assistance to you in the coming year, please let us know.

We wish you an incredibly successful and prosperous school year!

Sincerely,

Your School Nutrition Team at the Department of Public Instruction

Important Dates

*NOTE: Anytime a deadline falls on a weekend or a holiday the actual deadline is extended to the next business day.

Sep 2.....Labor Day (State offices closed)

Sep 10......Deadline to submit NSLP/SBP/ASSP/SFSP Claim for Reimbursement (for Aug)

*Sep 15.....Deadline to submit FFVP Claim for Reimbursement (for Aug)

Sep 20.....Farm to School Summit

Oct 10.....Deadline to submit NSLP/SBP/ASSP/SFSP Claim for Reimbursement (for Sep)

Oct 14-18.....National School Lunch Week

Oct 15.....Deadline to submit FFVP Claim for Reimbursement (for Sep)

Recorded Webinar Available - Determining Free & Reduced Price Meal Eligibility

The Determining Free and Reduced Price Meal Eligibility webinar was recorded on August 15, 2019 and is now been posted for your use. The webinar and the power point presentation are available on the Eligibility page of the School Nutrition website at:

- PowerPoint
- Recorded Webinar (for Continuing Education credit)
- Recorded Webinar (for Review for individuals that have already received continuing ed credit)

In order to receive Continuing Education Units (CEUs) for the webinar, each person must register/login to view the webinar recording as this is the means for documenting your participation. Susan Thompson (susan.thompson@dpi.nc.gov) will review the registration/login roster and provide a certificate of attendance to the participant's names that register and view the webinar for Continuing Education Credit.

Should you have questions or need assistance, please contact your Zone Consultant or <u>Jacquelyn McGowan</u>.

Food Safety Inspection Reports

The Food Safety Inspection Report is an annual requirement that must be completed by all School Food Authorities except Special Milk Program sponsors. If you did not complete the report during the 2019-20 Annual Agreement renewal process, please complete the report by **Monday**, **September 30**, **2019**.

The following steps should be taken by an individual with Application User access:

- Log in to the SN Technology System for the 2018-19 SY
- Select Application Tab
- Select Food Safety Inspections
- Select Modify for SY 2017-2018
- Provide the number of Inspections completed at each site (providing detailed

- · explanation for any site with fewer than 2)
- · Select Save

If you have any questions, contact your Zone Consultant or Jacquelyn McGowan, Compliance Specialist.

Policy Memos

SP 30-2019 Requirements for Student Transfers from Provision to Non-Provision Schools Now in Effect

In USDA Policy Memo SP 30-2019 published on June 10, 2019, FNS reminded state and local program operators that new requirements for student transfers from Provision to Non-Provision schools are effective July 1, 2019. Federal regulations require Local Education Agencies (LEAs) to provide free, reimbursable meals to students who receive free meals at a provision school and, during the school year, transfer to a school using standard counting and claiming procedures. Schools must provide these students with free, reimbursable meals for up to 10 operating school days or until a new eligibility determination for the current school year is made, whichever comes first. This is an existing requirement for transfers within the same LEA and is required for transfers between LEAs effective July 1, 2019.

SP 32-2019 Buy American and the Agriculture Improvement Act of 2018¹

USDA Policy Memo SP 32-2019 addresses information in the Agriculture Improvement Act of 2018 regarding the Buy American requirements in the national school meal programs. The Richard B. Russell National School Lunch Act (Section 12(n), 42 USC 1760(n)), requires school food authorities to purchase, to the maximum extent practicable, domestic commodities or products. This provision supports the mission of the Child Nutrition Programs, which is to serve children nutritious meals and support American agriculture.

The Act provides clarification on the treatment of harvested fish under the Buy American requirements. In order to be compliant:

- · Farmed fish must be harvested within the United States or any territory or possession of the United States/
- · Wild caught fish must be harvested within the Exclusive Economic Zone o the Unites States or by a United States flagged vessel

SP 34-2019 Crediting Coconut, Hominy, Corn Masa, and Masa Harina in the Child Nutrition Programs

USDA Policy Memo SP 34-2019 rescinds and replaces SP 22-2019 | CACFP 09-2019 | SFSP 08-2019, Crediting Coconut, Hominy, Corn Masa, and Corn Flour in the Child Nutrition Programs. This updated memorandum provides guidance on crediting coconut (including dried coconut), hominy, corn masa, and masa harina and clarifies how to identify popular products made from corn that can credit towards the grain requirements in the Child Nutrition Programs (CNPs), including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Child and Adult Care Food Program (CACFP), and Summer Food Service Program (SFSP).

Prior to April 17, 2019, when the previous memorandum was published, coconut and hominy did not meet the requirement for any component in the meal patterns but could be served as an "extra" food. Based on stakeholder feedback, and to meet the growing and diverse cultural needs of our Program participants, the Food and Nutrition Service (FNS) has updated food-crediting guidance to allow coconut and hominy to credit in the CNPs. Additionally, in this memorandum, FNS is updating and clarifying our crediting guidance for corn masa, masa harina, corn flour, and cornmeal.

Nutrition Education & Promotion

Cochran Fellows from Senegal and the Ivory Coast Visit NC to Learn about School Nutrition and Farm to School

The NCSU College of Agriculture and Life Sciences (CALS) International Programs hosted a delegation of eight U.S. Department of Agriculture (USDA) Foreign Ag Services Cochran Fellows from Senegal and the Ivory Coast. The fellows spent two weeks in the U.S. in Washington, DC and North Carolina learning about School Nutrition Programs. The fellows learned about the School Breakfast and Lunch Programs, Fresh Fruit & Vegetable Program, Afterschool Snack Program, At Risk Supper Program and Summer Nutrition Programs, the regulations, accountability, eligibility, financial management, meal pattern and nutritional standards, food safety, nutrition education and promotion, local wellness policies, and farm to school. The fellows participated in sessions with representatives from the NC Department of Public Instruction, School Nutrition Services; NC Department of Agriculture & Consumer Services, Food Distribution Division and NC Farm to School Program; the Center for Environmental Farming Systems; Farm to School Coalition of NC; and NCSU CALS. The fellows also had the chance to visit Durham Public Schools, Nash-Rocky Mount Schools, a NC K-12 Culinary Institute workshop, the Inter-faith Food Shuttle, and more. It was a wonderful opportunity to exchange ideas and learn about each other's countries, cultures and nutrition initiatives. Find more info at the NCSU CALS website.









Calling High School Student Chefs!

The North Carolina Jr. Chef Competition (NCJCC) seeks student created and tested recipes for school meals. The NCJCC hopes to inspire the next generation of culinary professionals, stimulate interest in locally produced agriculture, and encourage healthy eating habits. The NCJCC will recognize students for their ability to work as members of a *team* to demonstrate valuable skills in recipe development, food preparation, marketing, public presentation, organization, and local food systems.



Teams of 2-4 high school students (grades 10-12) currently enrolled in North Carolina Career and Technical Education Food, Nutrition, and Culinary Arts courses can participate in the NCJCC. The NCJCC consists of two parts: 1) a recipe contest and 2) cook-off. Student teams must develop a recipe that meets the guidelines to submit for the NCJCC recipe contest. During the NCJCC cook-off, finalist teams must prepare, cook and plate their recipe and present (2) plates of their prepared recipe to judges.

Important Dates:

September 17, 2019, 4:30 pm

Participate in a webinar to learn more about the NC Jr. Chef Competition. Register in advance for the webinar.

November 15, 2019

Teams interested in participating in the NCJCC must submit an Intent to Compete.

December 6, 2019

Teams must submit a Photo of their Recipe along with a completed Application, Recipe, Photo of the Dish, and Parental Permission and release forms for each team member.

December 18, 2019

Teams will be notified if they have been selected as a finalist.

February 6-7, 2020

Eight finalist teams will participate in a cook-off at Johnson & Wales University in Charlotte. The winning team will be announced during the NC FCCLA Culinary Arts Awards Ceremony immediately following.

Farm to School

Register for the Farm to School of NC Summit

Plan to attend the Farm to School Summit September 20 at the Raleigh Convention Center, where the first crop of Farm to School of NC awardees will be recognized. (All Farm to School of NC Award applicants receive 2 free registrations to the Summit.) The Farm to School Coalition of NC is excited to host a summit to bring together practitioners from across the state to share knowledge, build capacity, and expand and enhance farm to school programming. Come to the summit to hear, first hand, about the successes and innovative strategies practitioners are using to address challenges in their efforts to increase student access to local foods and food literacy. A variety of pre-summit field trips and workshops are also available on September 19. To find more info and register, visit www.farmtoschoolcoalitionnc.org/summit.

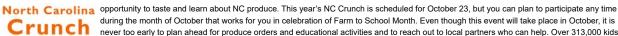


For questions regarding the awards or summit, please contact Tes Thraves, tes thraves@ncsu.edu or Tracey Bates, tracey.bates@dpi.nc.gov.

Registration for the 2019 NC Crunch is Now Live!



Sign up now for the 2019 NC Crunch so that you can receive the planning guide and be ready to crunch. The NC Crunch, from the Farm to School Coalition of NC and the NC Farm to Preschool Network, offers kids and adults in schools and early care and education sites across the state the



during the month of October that works for you in celebration of Farm to School Month. Even though this event will take place in October, it is never too early to plan ahead for produce orders and educational activities and to reach out to local partners who can help. Over 313,000 kids and adults crunched NC produce for the 2018 NC Crunch. Help us beat the 2019 goal of 500,000 participants to make it a crunch heard 'round the

state!

Prepare Now to Respond to the 2019 USDA Farm to School Census

USDA will launch the 2019 Farm to School Census next month. The Farm to School Census examines School Food Authorities' (SFAs) activities in regard to local food purchasing, school gardens, and agricultural education and demonstrates the innovative efforts of SFAs to provide healthy food and nutrition education to children, while supporting American agriculture and strengthening local communities. By responding to the census, you can help inform USDA decisions regarding the Farm to School Grant Program, training and technical assistance strategies, and resource development.

- Review the <u>Facts about the 2019 USDA Farm to School Census</u>
- · Look out for email communications from Abt Associates with more info about and a unique link to respond to the 2019 Census. USDA has contracted with Abt Associates to conduct the census.
- · Utilize the 2019 Census Preparation Worksheet to collect data about your SFA's farm to school activities in preparing a response to the census.
- · Contact Abt Associates for questions or assistance regarding the 2019 Census at farmtoschool@abtassoc.com or 855-452-5794 (from 9 am to 9 pm ET).
- · Visit https://farmtoschoolcensus.fns.usda.gov to explore 2015 Farm to School Census data at the SFA, State agency, or national level.

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Summer Nutrition

2019 NC Summer Nutrition Champion Award

Applications for the 2019 NC Summer Nutrition Champion Awards are now open!

The Summer Nutrition Team at NCDPI knows that SFSP and SSO sponsors in North Carolina run outstanding Summer Nutrition Programs with innovative and creative strategies for growth and sustainability. As the summer comes to a close, please consider applying for one or more of the 2019 Summer Nutrition Champion Awards.



- · Going the Distance in Innovation Award
- · Rising Star Award
- **Superior Site Award**
- · Turnip the Beet
- · Farm to Summer Best Practice Award

Visit the http://nokidhungrync.org/summer-awards-2019/ or contact McCamy Holloway at mccamy.holloway@dpi.nc.gov. or 919-807-3568 for full awards descriptions and applications.

The deadline to submit award applications is September 13th!

2019 SummerPalooza! Summits

You are invited to join Summer Nutrition Program sponsors and supporters from across North Carolina for the 2019 SummerPalooza! Summits. The SummerPalooza! Summits are day-long celebrations and planning events developed to increase participation in and expand awareness of North Carolina's Summer Nutrition Programs for children. This year's theme "The Next Level" represents a focus on incorporating technology and innovative strategies to create more sustainable and successful summer programs.

These free events will be held this fall across the state as follows:



October 22, 2019 Greenville Eastern Area Health Education Center October 22, 2019 Greensboro GTCC Conference Center

October 22, 2019 Asheville The Crest Center

Congrats to the North Carolina Turnip the Beet Awardees!

Ten North Carolina Summer Nutrition Program sponsors are among 118 nationwide this year to receive Turnip the Beet awards, given by USDA to recognize outstanding providers who work hard to offer high quality meals that are appetizing, appealing and nutritious. North Carolina has the most 2019 Turnip the Beet awardees of any state in the Southeast:

- Brigade Boys and Girls Club, Wilmington Silver Award
- · Campus Kitchen at Wake Forest University, Winston-Salem Silver Award
- Carolina HealthCare System University, Charlotte Silver Award
- · GrowthQuest, Charlotte Silver Award
- · Kirk of Kildaire Presbyterian, Cary Silver Award
- · Whiteville City Schools, Whiteville Silver Award
- Alamance Burlington School System, Burlington Bronze Award
- · Buncombe County Schools, Asheville Bronze Award
- · Wilson County Schools, Wilson Bronze Award
- · YMCA of Western North Carolina, Asheville Bronze Award

All winners receive a certificate and are featured in USDA's Food and Nutrition Service Newsletter. Silver award winners were highlighted in a USDA blog post.

States volunteer to participate in the recognition program, and all Summer Nutrition Program sponsors were eligible to apply. Contenders were evaluated on a number of criteria, including serving local foods, variety of vegetables and fruits, whole grains, low-fat or fat-free dairy products and culturally appropriate meals. Winning sponsors demonstrated excellence in providing fresh fruit daily, serving a variety of whole grains, conducting taste tests with the children (and incorporating the feedback into menus), and offering nutrition education activities. For more info, visit the USDA FNS website.

Continuing Education

Team Nutrition's Healthy Meals Resource System Has Moved!

Team Nutrition's Healthy Meals Resource System (HMRS) has moved to the Institute of Child Nutrition (ICN) and is now part of the ICN's new Child Nutrition Sharing Site!

The ICN's Child Nutrition Sharing Site (CNSS) is an online resource center providing Child Nutrition Programs with a means for sharing valuable resources related to program operations. The CNSS will give Child Nutrition professionals a one-stop shop to access high-quality resources and training materials in the Child Nutrition community that support current Federal regulations, policies, and guidance.

The CNSS will be rolled out in multiple phases.

Phase One - Now Available!

Phase one of the CNSS gives Child Nutrition professionals access to resources and trainings that were housed on the now discontinued Healthy Meals Resource System. You can access current resources at https://theicn.org/cnss.

Phase Two - Share your Resources!

Phase two of the CNSS will allow State agencies, allied organizations, and industry partners to submit their free Child Nutrition program resources and training materials for inclusion on the CNSS using an online form. ICN will review submitted resources to ensure quality and appropriateness of all resources housed in the CNSS. Phase two will roll out in the Fall of 2019. Stay tuned for more information!

Reminder - Teach the Allergen Lesson to Support the Labeling Variance

School Nutrition staff must be knowledgeable about allergens and be able to answer questions about the foods offered in school meals. The North Carolina Food Code contains requirements about the person in charge and their ability to inform consumers about food allergens and about proper labeling of packaged foods. The Code requires all packaged food prepared on site for self-service to be individually labeled; however, our School Nutrition Division collaborated with the North Carolina Department of Health and Human Services Food Protection and Facilities Branch for a variance from this labeling requirement in school dining. The variance was approved according to the following conditions:

- Unlabeled packaged foods (such as salads, sandwiches, school baked goods, etc.) provided for self-service would be sold at a time when School Nutrition Employees
 were available to "man" the meal service and answer questions about allergens in the foods.
- A copy of the variance would be included in the HACCP Plan. (Note: the variance was written and approved at the State Agency level and provided in the HACCP templates.)
- Information about students with known allergens documented from a medical statement would be identified in the computerized point of service (POS) software or other effective method (such as pictures, poster, list, roster, etc.).
- A specialized lesson would be used to teach all School Nutrition Employees working on the serving line how to respond to customer requests for allergen information.

A lesson meeting the variance requirements above and can be used for employee instruction is found at: https://childnutrition.ncpublicschools.gov/information-resources/haccp-food-safety/haccp-continuing-education/allergen-lesson/haccp-allergen-lesson

Lead Like it Matters Course is Returning this Year!

School Nutrition will offer two sessions of Lead Like It Matters: A Leadership Development Course for School Nutrition Administrators. This 3-day course was developed for and with the NC Department of Public Instruction School Nutrition Division with a goal of providing School Nutrition Administrators the experiences and skills education to create a strong School Nutrition leadership community. This investment in our schools and our leaders is important and value added. It is designed to provide School Nutrition Administrators a heightened self-awareness about leadership styles, emotional intelligence, and work relationships. It will guide participants through a process to clarify group

dynamics, valuable communication skills, and using effective tools for successful decision making, efficient meetings, and highly functional teams. The program, intended to be the beginning of building a strong foundation on which to build future leadership development, is rich, engaging, and fun!

The course will be facilitated by George and Roxi Bahar Hewertson and will provide 21 hours of continuing education credit for professional development in the Learning Code 4140 Communication Skills. Roxi is the President and CEO of Highland Consulting Group, Inc. and has a passion for teaching, coaching, and creating dynamic learning opportunities making a positive and lasting difference in the workplace. She received her master's degree from Cornell's School of Industrial and Labor Relations. Her book, "Lead Like It Matters: Because it Does," was published by McGraw-Hill in October 2014. Roxi works directly with individuals and teams as an independent leadership consultant and executive coach. She served many years as Director of Administration for Administration. Facilities and Finance at Cornell University and has worked with public school systems in New York and North Carolina. She has over 30 years' experience in leading people and has been helping leaders and their teams create healthy work

George is the Vice President of Highland Consulting Group, Inc. and has a unique talent for working with teams. He was Chief Engineer in the Royal Air Force, leading teams into and out of very difficult situations on the ground and in the air. George built and operated Highland Lodge Retreat Center in upstate New York (NY), hosting and facilitating groups and teams in the NY area for over 15 years. He loves to facilitate learning and to work one-on-one with participants.

Workshop space is limited, and registration is currently restricted to one administrator per School Food Authority (SFA). Please use the link below to learn more about the course and register. If the class does not fill to capacity, registered participants will be notified of the opportunity to register additional colleagues from their SFA.

https://learn.mckimmoncenter.ncsu.edu/search/publicCourseSearchDetails.do?method=load&courseId=7278099

Guilford Technical Community College Conference Center October 15-17, 2019

Colfax, NC

Register by October 7 Riverfront Convention Center

March 31 - April 2, 2020 New Bern, NC Register by March 23

Fall 2019 Zone Policy Updates

Please review the current Fall 2019 Zone Policy Updates schedule and plan accordingly. Additional details and registration links will be provided in future School Nutrition Update publications.

Timely registration is especially important to ensure efficient arrangement of room set up and adequate lunches. Lunch will be provided for those registering in advance; however, participants are responsible for all additional travel, meals, snacks, coffee, and other beverages. Registration Link: https://forms.gle/9zBQuMWwEBM474Hf8

Schedule

Zone	Fall	Winter	Spring	Location
1	October 4	February 7	May 1	NC Arboretum Asheville, NC
2	September 24	February 11	May 13	The Event Center at Summit Square Winston-Salem, NC
3	October 2	February 7	May 19	Hickory Metro Convention Center - Hickory, NC
4	October 10 (non-LEA) and 11 (LEA)	Feb 6 (non-LEA) and 7 (LEA)	April 30 (non-LEA) and May 1 (LEA)	McKimmon Center Raleigh, NC
5	October 2	February 7	May 21	Little River Resort Carthage, NC
6	October 3	February 6	May 27	NC TeleCenter Williamston, NC
7	September 26 The Flame Catering Center	February 20 Riverfront Convention Center	May 28 Riverfront Convention Center	New Bern Vicinity

Verification Webinar

NCDPI School Nutrition Division will provide two webinars on the Verification process. Each webinar will provide an overview of accurately conducting meal benefit application verification. Please select and register to attend the webinar of your choice at the links below. After registering, you will receive a confirmation email containing information about joining the webinar.

Date	Time	Registration Link
September 17, 2019 (Tues)	1:30 PM - 3:00 PM	https://attendee.gotowebinar.com/register/5610714778724315404
September 19, 2019 (Thurs)	10:00 AM - 11:30 AM	https://attendee.gotowebinar.com/register/7531073409286327820

School Nutrition Leadership Academy Opportunities

The NC School Nutrition Leadership Academy offers a variety of professional development activities for School Nutrition Administrators. Be sure to keep the School Nutrition Administrator contact information updated in the School Nutrition Technology System as this is the information used to send email notifications.

Course listings and available registration links may be found at: https://learn.mckimmoncenter.ncsu.edu/search/publicCourseAdvancedSearch.do?
<a href="mailto:method=doPaginatedSearch.gog/

and

 $\underline{https://childnutrition.ncpublicschools.gov/continuing-education/sn-leadership-acad}$

Date(s)	Course/Workshop Title	SN Academy Classification	Location
Oct 15 - 17 (register by Oct 7)	Lead Like it Matters: A Leadership Development Program for School Nutrition Professionals	Leadership	Colfax
Oct 21-23 (register by Oct 11)	Safe Plates for Food Managers: A Certified Food Protection Manager Course and Examination	Food Safety – Level 1	Gaston
Nov 7 (Registration info TBA)	Boot Camp for School Nutrition Administrators in Charter Schools: How to Effectively Manage the Risks and Navigate the Regulatory Waters	Orientation	Colfax
Nov 14 (register by Nov 6)	Procurement University II: Administering Sound Procurement Practices for School Nutrition Programs (Pre-requisite – Procurement University for School Nutrition Programs: Understanding and Applying Sound Procurement Practices)	Procurement	Raleigh
Jan 29-31, 2020 (register by Jan 21)	Procurement University for School Nutrition Programs: Understanding and Applying Sound Procurement Practices	Procurement	Colfax
Mar 12, 2020 (register by March 4)	Procurement University II: Administering Sound Procurement Practices for School Nutrition Programs (Pre-requisite – Procurement University for School Nutrition Programs: Understanding and Applying Sound Procurement Practices)	Procurement	Hickory
Mar 17-18, 2020 (register by Mar 9)	Food Production and Operations Management: K-12 Culinary Fundamentals for School Nutrition Administrators	Food Production and Operations Management Level 2	Mebane
Mar 19, 2020 (Save the date, registration coming soon)	Food Production and Operations Management (new course in development for standardized recipe development and yield testing)	Food Production and Operations Management Level 3	Mebane
Mar 31-Apr 2, 2020 (register by Mar 23)	Lead Like it Matters: A Leadership Development Program for School Nutrition Professionals	Leadership	New Bern

Vacancy Announcements

Agency: Gaston County Schools
Position: School Nutrition Area Supervisor

 $\textbf{Find more details and application information at:} \ \underline{\text{https://www.applitrack.com/gaston/onlineapp/default.aspx?Category=School+Nutrition}}\\$

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the <u>USDA Program Discrimination Complaint Form</u>, (AD-3027) found online at: <u>How to File a Complaint</u>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture
 Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.



Phone: 919.807.3506 (main)

Email us at: http://childnutrition.ncpublicschools.gov/contact
Website: http://childnutrition.ncpublicschools.gov/

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